

	Field	Description	Must entity complete this record?	Primary	Provider
S1	School of Record	The "SC" record this "S1" follows is the ONE school to which data should be attributed for the student.	Primary: Yes Provider: Yes	Blank - if school of record	N - Required if not student's school of record
	SCHOOL MEMBERSHIP	Regular student aggregated school membership, using 180-equivalent days.		Full ADM equivalent value	Optional - May leave blank
AC - Course Master Record	INSTRUCT SETTING	The primary setting or medium of delivery for the course.	Primary: Yes Provider: Yes Primary LEA must get the teacher CACTUS IDs, course numbers, core codes, grades and credits, and report the where taught district and school for these courses via the Clearinghouse AC/AM records. This data is available	OP or ON OP = Statewide Public Education Online Courses through a CCA ON = Online (other than through the Electronic High School) - course is taught via a website	OP or ON OP = Statewide Public Education Online Courses through a CCA ON = Online (other than through the Electronic High School) - course is taught via a website
	COURSE TITLE	This is the alpha-numeric course title that your school uses to describe the course.		Required	Required
	CORE CODE	This is the 11 digit CORE CODE used in CACTUS		Required	Required
	TEACHER ID	The CACTUS ID of a teacher assigned to this course master record (GENERIC FOR PRIMARY).		Optional - Can leave blank	Required
	WHERE TAUGHT CAMPUS	APPLICABLE ONLY TO CONCURRENT ENROLLMENT - Not applicable to ON or OP Courses (values are C for college campus, H for Highschool Campus).		С, Н	O unless CORE CODE contains '13' in positions 7 and 8.
	TERM	This is the term the class is taught.	"Enrollment Processing System." <b>Provider LEAs</b> must	Required - YR, S1, S2, Q1, Q2, Q3, Q4, Q1Q2, Q2Q3, Q3Q4, Q4SU, SU,	T1, T2, T3, T4, T5, T6, T1T2, T2T3, T3T1, T3T4, T4T5, T5T6, T6T1
	LEA NUMBER SCHOOL NUMBER	State-assigned LEA number. Submitting school state-assigned number.	report students' S1/AC/AM Clearinghouse records to (a) be AYP accountable for any CRTs required for the online courses (to produce pre-print files), and (b) to fulfill statutory reporting	Required - Primary LEA No. Required - Primary School No.	Required - Provider LEA No. Required - Provider School No.
	COURSE RECORD ID	Internally generated identifier for linking CourseMembership records.  LEA Number + School Number + CourseSection + Period. (GENERIC FOR PRIMARY)		N/A - Can leave Blank	Required
AM - Course Membership Record	ACTUAL MEMBERSHIP	Actual course membership.	Primary: Yes Provider: Yes	O (not applicable for Online Courses) - can leave Blank.	Only needed for CTE
	CONCURR ENROLLED	Indicates whether or not the student is taking this class (deemed to be a concurrent enrollment class in the AC record) as a <b>concurrent</b> enrollment class for college credit or taking the class for just high school credit		NA .	NA
	CREDITS EARNED	The amount of credit earned for the period of time the "AM" record represents		Credit as per CCA	Credit as per CCA
	LEA NUMBER	State-assigned LEA number.		Primary LEA No.	Provider LEA No.
	SCHOOL NUMBER	Primary LEA of enrollment" means the LEA in which an eligible student is enrolled for courses other than online courses offered through the Statewide Online Education Program.		Primary School No.	Provider School No.
	COURSE RECORD ID	Internally generated identifier for linking to CourseMaster records.  LEA Number + School Number + CourseSection + Period. (GENERIC FOR PRIMARY)		Optional - Can leave blank	Required
Transcript Courses	All fields	Online Credits taken through SOEP or from another LEA are NOT transfer credits.	Primary: No Provider: No	NA	NA
		Online Credits taken through SOEP or from another LEA are NOT transfer credits.	Primary: No Provider: No	NA	NA
transfer credits.  Additional Notes					
*Transcript Courses and Transcript Grades will be generated from AC, AM records  *Outside of SOEP, LEAs participating in Consortiums must follow the same rules in registering Online enrollments as those which apply to SOEP enrollments.					
*R277-726-5(D) A primary school of enrollment shall include a student's online courses in student's enrollment records and, upon course completion, include online course grades and credits on student transcripts.					